Florida Department of Children and Families
Child Protection Transformation Project

Introduction to Transformation Information Sheet

WHAT'S CHANGING

NEW *Case Book and Person Book*
At a glance views of Case and Person Information. CASE BOOK—case information at your fingertips. PERSON BOOK —Person information across the entire system, including intakes, investigations, and placements.

ENHANCED *Case Notes*
Upload images and document directly to the Notes page.

ENHANCED *Meetings & Staffings*
Document Meetings and Staffings only on the Meetings page rather than on Case Notes page.

ENHANCED *SAMH/FIS Feedback Loop*
When FIS workers document a note, they can indicate level of progress the family is making. If the family is identified as not making progress, FSFN automatically sends an e-mail to the primary worker.

ENHANCED *File Cabinet Search*
Search screen allows you to search for images documents that have been uploaded and associated with a case.

ENHANCED *My Tasks Calendar*
At go-live Ticklers become Tasks. Upon log in, Tasks and Approvals for all of a worker's profiles display in an open expando.

TIMELINE

Week of June 24:
- Web-based training available
- Enhancements available in Training Region

Week of July 1:
- How Do I Guides, User Guides and Topic Papers published
- Trainer workshop conducted (Conference Call)

July 7:
- GO-LIVE in Production

Readiness

Prepare now
Complete any open Ticklers to avoid Past-due Tasks after go-live. Supervisors can reassign or delete. Instructions are in the Multi-topic Supervisory User Guide.

Take the training
Training is available on the *Center for Child Welfare* website that can be accessed from the FSFN desktop and consists of three courses:

- **Introduction to Transformation Enhancements**
  - 4 simulations (All users)
- **Substance Abuse and Mental Health Documentation**
  - 1 simulation (FIS users)
- **Understanding, Creating and Accessing Case and Person Information**
  - 2 simulations (All users)